

Title VI and Nondiscrimination Policy and Plan

Policy Statement:

Sumter County Board of County Commissioners (BOCC) values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. The BOCC does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, the BOCC will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

Complaint Procedures:

The BOCC has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, age, disability, religion, income or family status in any of the BOCC's programs, services or activities may file a complaint with the BOCC Title VI/Nondiscrimination Coordinator:

Kitty L. Fields

Title VI/Nondiscrimination Coordinator

Mailing Address: 7375 Powell Road, Suite 215, Wildwood, Florida 34785

Physical Address: 7375 Powell Road, Suite 215, Wildwood, Florida 34785

Email: Kitty.Fields@sumtercountyfl.gov

Phone: (352) 689-4420

Fax: (352) 689-4421

Hearing Impaired: Florida Relay 7-1-1

If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., race, color, national origin, sex, age, disability, religion, income or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance.

The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) days and will take reasonable steps to resolve the matter. Should the BOCC be unable to satisfactorily resolve the complaint, the Title VI/Nondiscrimination Coordinator will forward the complaint, along with a record of its disposition, to the appropriate State of Florida agency for further processing.

The BOCC's Title VI/Nondiscrimination Coordinator has easy access to the County Administrator and is not required to obtain management or other approval to discuss discrimination issues with the County Administrator. However, should the complainant be unable or unwilling to complain to the BOCC, or if the complainant is dissatisfied with the BOCC's handling of a complaint, the written complaint may be submitted directly to the U.S. Department of Justice (DOJ). DOJ will ensure that the matter is assigned to the correct Federal or State authority for processing.

U.S. Department of Justice

Civil Rights Division

Federal Coordination and Compliance Section, NWB

950 Pennsylvania Avenue, N.W.

Washington, D.C. 20530

Title VI Hotline: 1-888-TITLE-06

(1-888-848-5306) (Voice / TTY)

<http://www.justice.gov/crt/about/cor/coord/titlevi.php>

ADA/504 Statement:

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in BOCC programs, services and activities.

The BOCC will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities.

The BOCC encourages the public to report any facility, program, service or activity that is inaccessible to the disabled. Furthermore, the BOCC will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the BOCC requests that requests be made at least five (5) calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the BOCC's ADA Officer:

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Limited English Proficiency (LEP) Guidance:

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from federal agencies require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the BOCC's programs, services or activities.
- The frequency with which LEP individuals come in contact with these programs, services or activities.
- The nature and importance of the program, service, or activity to people's lives; and
- The resources available to the BOCC and the likely costs of the LEP services.

Using 2013 Florida Office of Economic and Demographic research census data, the BOCC has determined that LEP individuals speaking English less than well represent approximately 8% of the community. The BOCC realizes that such statistical data can

be outdated or inaccurate. Given this information, the BOCC reasons that a relatively small portion of its service population are LEP speakers.

The BOCC understands that its community profile is changing and the four factor analysis may reveal the need for more LEP services in the future. As such, it will biannually examine its LEP plan to ensure that it remains reflective of the community's needs.

Persons requiring special language services should contact the BOCC's Title VI/Nondiscrimination Coordinator:

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Public Involvement:

In order to plan for efficient, effective, safe, equitable and reliable government services, the BOCC must have the input of its public. The BOCC spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. Any person may attend any BOCC meeting and speak during the Public Forum portion of the agenda concerning a matter of BOCC business of concern to the person. BOCC meetings are generally held the second and fourth Tuesdays of each month at 5:00 p.m., with the second Tuesday meeting held at Sumter County Courthouse, 215 East McCollum Avenue, Historic Courtroom, Bushnell, and the fourth Tuesday meeting held at Colony Cottage Regional Recreation Center, 510 Colony Blvd. Parlor Room, The Villages. Persons should check the BOCC's website, sumtercountyfl.gov for any changes to meeting dates, times and location. Meeting locations are accessible to the disabled.

Persons wishing to request special presentations by the BOCC; volunteer in any of its activities or offer suggestions for improvement of BOCC public involvement may contact:

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Data Collection:

Federal Highway Administration (FHWA) regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The BOCC accomplishes this through the use of census data and other methods. From time to time, the BOCC may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the BOCC with improving its targeted outreach and measures of effectiveness.

Assurances:

Every three years the BOCC must certify to FHWA and the Florida Department of Transportation that its programs, services and activities are being conducted in a nondiscriminatory manner. These certifications are termed 'assurances' and document the BOCC's commitment to nondiscrimination and equitable service to its community. The public may view the assurances on the BOCC's website or by visiting the BOCC's main office.